

FIRST CHURCH OF LOMBARD  
UNITED CHURCH OF CHRIST  
**BY-LAWS**

Approved December 6, 2015

Article I.     OPERATING PROCEDURES

- Sec. 1.     The regular meeting of the Church council shall be held at least once monthly September through June and at other times as may be deemed desirable. Meetings shall be open to the congregation. Notice shall be given to each Council member not less than five (5) days before a meeting.
- Sec. 2.     With written waivers of the notice requirement by all members, the Church council may meet in person, or virtually on an emergency or ad hoc basis to address urgent issues as they arise.
- Sec. 3.     Church officers and ministry teams shall make themselves available to report on their activities at each regular monthly meeting and at such other times as they may be requested to do so by the Church Council. Each ministry team shall submit to the Council reports of all its meetings and programs in a manner prescribed by the Council. In addition, an annual report shall be prepared for the annual meeting of the church and when requested by the Council, reports for other congregational meetings.
- Sec. 4.     Unless otherwise provided in these By-Laws or the Church Constitution, a simple majority shall constitute a quorum for meetings of the Church Council.
- Sec. 5.     The Minister(s) and Moderator shall be non-voting, ex-officio members of all ministry teams. They shall be provided notice and minutes of all such meetings.
- Sec. 6.     Unless otherwise provided, persons elected at each annual Congregational Meeting shall take office on January 1 of the year following their election.

Article II.    OFFICERS

- Sec 1.     The Minister(s)
  - a.     The Call of the Minister(s)
    - 1)     Whenever seeking to fill the office of Minister or Associate Minister, the Church Council shall appoint a committee composed of seven (7) to eleven (11) church members at a business meeting called for that purpose. The members should be selected to represent the demographics of the church membership as a whole (by age, gender, length of membership, etc. and include members involved in various aspects of church life (outreach, music, education, groups, etc.). The Moderator shall serve as a non-voting, ex-officio member of this committee and act as an advisor and liaison to Council during the process. This committee shall be called the Search and Call Committee. It shall formulate a job description, consult with the Staff Minister of the Illinois Conference and others, make a canvass of available ministers, agree upon one who in their judgment should be called to the pastorate, introduce him or her to the church, and at a duly called Congregational Meeting of the church, propose his or her election. During the process, the Search and Call Committee shall provide updates to the congregation and Council, and consult with and obtain the approval of the Council on salary and other personnel matters.
    - 2)     A Letter of Call to a new minister shall be sent by the Clerk, stating the amount of salary and other benefits, the terms, and the job description, and include copies of the Church Constitution and By-Laws. The conditions set forth in the Letter of Call should take note

of the standards of the Illinois Conference of the united Church of Christ. Such letter shall be replied to in writing and shall state that the candidate accepts, has read the Constitution and By-Laws of the Church and assents to same.

- 3) The Minister(s) shall become a member of the Church as soon as possible after his or her acceptance of the position. The Church Council shall make arrangements for his or her installation by the Chicago Metropolitan Association of the United Church of Christ.

b. **Sabbatical Leaves**

- 1) The Minister(s) may be given a sabbatical leave of three consecutive months' duration with full pay every six (6) to nine (9) years, after six (6) years of service at First Church of Lombard.
- 2) The Minister shall submit a written request for sabbatical to the Church Council for approval. The request must include details of specific goals and activities to be completed during the sabbatical.
- 3) The minister must return to similar responsibilities and hours at First Church of Lombard as were held prior to the sabbatical, and must maintain that role for a period of one (1) year after the end of the sabbatical period, or else the minister will be required to repay the First Church of Lombard for the salary and benefit costs incurred during the sabbatical period.
- 4) A sabbatical leave is not to be considered a paid vacation or termination pay. It is not automatic or guaranteed. A sabbatical leave is a three-month paid leave of absence for self-renewal and new learning experiences.

c. **End of Minister-Congregation Relationship.**

- 1) The Church may at any time by two-thirds of the members present at a special meeting called for that purpose, request the release of the Minister(s). Such release becomes effective ninety days from the date of the meeting unless a briefer period is agreed upon between the minister involved and the Church Council. Release of the minister may be effective immediately if the minister has lost standing with the UCC, or has been found guilty of misconduct or criminal activity by either a court of law or UCC authority.
- 2) The Minister(s) shall give ninety days' notice in the event he or she wishes to leave of his or her own volition. A briefer period may be mutually agreed upon between the Minister involved and the Church Council.

d. **The Hiring of an Interim Minister**

- 1) The hiring of an Interim Minister for the replacement of a called minister shall be managed by the Church Council. The Personnel Committee shall be responsible to meet with the Illinois Conference to review available interim candidates, to conduct interviews, and select an interim candidate for presentation to the Council for approval. The Personnel Committee shall agree to compensation and responsibilities of the Interim.
- 2) The Interim Minister shall not be eligible to serve as the called minister of First Church of Lombard at the end of the interim period.

Sec 2. **The Moderator**

- a. The Moderator shall be elected by the congregation at the annual Congregational Meeting and shall hold office for one year. He or she may be nominated and elected for a second consecutive one-year term at the option of the membership, but shall be ineligible for re-election as Moderator for one year thereafter.
- b. The Moderator shall have the following responsibilities:
  - 1) To preside at all meetings of the congregation and to serve as chair of the Church Council.

- 2) To present an agenda for all meetings at which he or she presides.
- 3) To chair the Council's Personnel Committee.
- 4) The privilege of attending, in a non-voting, ex-officio capacity, any ministry team, task force or other group meeting.

Sec 3. The Vice Moderator

- a. The Vice Moderator shall be elected by the congregation at the Annual Meeting, and shall hold office for one year. He or she may be nominated and elected for a second consecutive term at the option of the membership, but shall be ineligible for re-election as Vice Moderator for one year thereafter. Generally, the Vice Moderator will succeed the current Moderator at the end of his or her tenure.
- b. The Vice Moderator shall preside at meetings of the congregation and the Church Council in the absence of the Moderator, at which time her or she will be subject to the same rules and procedures as those applying to the Moderator.
- c. The Vice Moderator shall have the following responsibilities:
  - 1) To chair the search process for non-ordained staff positions.
  - 2) To lead the review of the membership roll on an every other year basis as required by Article V of the church Constitution.
  - 3) To recruit candidates for the Church Council officer positions and ministry team leader positions by no later than the November Council meeting in preparation for each Annual Meeting. The current Ministry Team leaders shall also assist in identification and recruitment of their successors. The Vice Moderator shall also assist in the identification and recruitment of ministry team members.
  - 4) The Vice Moderator shall serve on the Council's Personnel Committee.

Sec 4. The Church Clerk

- a. The Church Clerk shall be elected by the congregation at the Annual Meeting, and shall hold office for two years. He or she may be nominated and elected for a second consecutive two-year term at the option of the membership, but shall be ineligible for re-election as Church Clerk for one year thereafter.
- b. The Church Clerk shall have the following responsibilities:
  - 1) To keep an accurate record of proceedings of all duly called meetings of the congregation and the Church Council.
  - 2) To notify all members appointed or elected to office or ministry teams of the church.
  - 3) To give legal notices of all meetings when such notices are necessary.
  - 4) To furnish a report of such proceedings to each Church Council member.
  - 5) To present to Council all incoming and outgoing correspondence related to the Council, and to preserve on file all written communications of the Church Council.
- c. The Church Clerk shall be familiar with and be prepared to report to the Church Council the following information and tasks managed by church staff:
  - 1) The membership register, including reception and removal information, and letters of transfer.
  - 2) Baptismal and marriage records.
  - 3) An archive of official documents and reports.
- d. The Church Clerk shall serve on the Council's Personnel Committee.

Sec 5. Treasurer

- a. The Treasurer shall be elected by the congregation at the Annual Meeting, and shall hold office for two years. He or she may be nominated and elected for a second consecutive two-year term at the option of the membership, but shall be ineligible for re-election as Treasurer for one year thereafter.
- b. The Treasurer shall have the following responsibilities:
  - 1) To record all financial transactions of the church. The book keeping responsibility may be delegated to an Assistant Treasurer provided that the Treasurer maintains proper review of that person's work.
  - 2) To authorize the payment of the bills for approved expenditures of the church.
  - 3) To make arrangements with accredited agencies for such loans and/or mortgages as are necessary in the operation of the church property, upon authorization of the Church Council and the membership as provided in Article IX, Sec. 3 of the Constitution.
  - 4) To report regularly to the Church Council and present to it a monthly balance sheet.
  - 5) To ensure that proper financial policies and procedures are in place at all times to safeguard the assets of the church.
  - 6) The Treasurer shall serve on the Council's Personnel Committee.
  - 7) The Treasurer shall be responsible for leading the Finance Team which shall consist of at least 8 members including the Chairperson of the Management Ministry Team. The team shall plan and coordinate the annual stewardship drive of the church, and any capital campaigns as needed. This team shall monitor and follow up as needed to assure the fulfillment of financial pledges.
  - 8) The Treasurer shall be responsible to create an annual church budget by no later than four weeks prior to the Annual Meeting of each year in preparation for the church Annual Meeting.
  - 9) The Treasurer shall be responsible for leading a team to conserve and manage the investments of the First Church of Lombard including the Endowment Fund. A report shall be made to Church Council at least quarterly on the status of church investments. The delegation of the management of the investments to an outside manager or advisor is permissible with the approval of the Church Council.
  - 10) The Treasurer and any Assistant Treasurer shall be covered by a fidelity bond in the amount set by the Church Council, the cost to be borne by the church.
  - 11) The Treasurer shall initiate an annual internal review or audit, independent of the treasurer, and report to the Church Council.
- c. The Treasurer may create operating restricted accounts for payment of costs or expenses outside the annual operating budget for the First Church of Lombard. The operating restricted accounts shall be created or modified with the approval of the Church Council. As of December 2015 Church Council has authorized the creation of the following restricted accounts under the authority of the Treasurer: (1) Christian Formation, (2) Wider Church, (3) Management, (4) Worship, (5) Parish Life, (6) Youth Ministry, (7) General Operating. The Team Leader for the corresponding Team may authorize the expenditure of up to \$250 annually without further approval. The Team shall authorize the expenditure above \$251 to \$1,500 annually by a majority vote of the Team, and any expenditure above \$1,500 annually shall require the approval of Church Council. Expenditures from the General Operating restricted account shall be under the direction of the Treasurer and the Finance Team. Funds may be deposited to any of the operating restricted accounts from memorial donations, from fundraising activity of that Team, or as otherwise directed by Church Council.

Article III. MINISTRY TEAMS

Ministry Teams have defined responsibilities for different aspects of First Church of Lombard's life. Ministry Team Leaders along with the church Officers make up the Church Council. All budgets that are to be submitted by each ministry team to the Treasurer shall be done no later than eight weeks prior to the Annual Meeting each year.

Sec 1. Christian Formation

- a. The Christian Formation Ministry Team should consist of at least 8 members.
- b. The Christian Formation Ministry Team Leader shall be elected by the congregation at the Annual Meeting to a two-year term and shall serve on the Church Council.
- c. The Christian Formation Ministry Team shall be responsible for initiating, coordinating, administering, and evaluating educational ventures of the church, and shall recruit, train, and support members and friends who staff these efforts. These shall include but not be limited to: Sunday School, adult education classes and activities, educational resources, retreats, and cooperative community efforts of an educational nature.
- d. The Christian Formation Ministry Team shall prepare and submit to the Finance Team and Church Council a budget for carrying out its program.

Sec 2. Youth

- a. The Youth Ministry team should consist of at least 8 members.
- b. The Youth Ministry Team Leader shall be elected by the congregation at the Annual Meeting to a two-year term and shall serve on the Church Council.
- c. The Youth Ministry Team shall be responsible for initiating, coordinating, administering, and evaluating programming focused on 6<sup>th</sup> grade through high school youth of the church, and shall recruit, train, and support members and friends who staff these efforts. These shall include Explorers, Confirmation, and Youth Community school year programming, retreats, activities and fund raising.
- d. The Youth Ministry Team shall prepare and submit to the Finance Team and Church Council a budget for carrying out its program.

Sec 3. Parish Life

- a. The Parish Life Ministry Team should consist of at least 8 members.
- b. The Parish Life Ministry Team Leader shall be elected by the congregation at the Annual Meeting to a two year term and shall serve on the Church Council.
- c. The Parish Life Ministry Team shall be responsible for all the evangelism and church growth programs of the church, including but not limited to outreach to new residents, new member orientation and assimilation, and the development of publicity materials.
- d. The Parish Life Ministry Team will sponsor quarterly fellowship gatherings for the entire congregation and weekly coffee hour after Sunday service.
- e. The Parish Life Ministry Team shall be responsible for planning, coordinating, publicizing, and carrying out ministries that address the needs and capitalize on the talents and experience of senior members of our church family, particularly as those ministries interface with other ministries and populations within the church family.
- f. The Parish Life Ministry Team will coordinate congregational care and visitation ministries for the congregation, as well as health and wellness focused events and educational opportunities.
- g. The Parish Life Ministry Team shall prepare and submit to the Finance team and Church Council a budget for carrying out its program.

Sec 4. Management

- a. The Management Ministry Team should consist of at least 8 members.
- b. The Management Ministry Team Leader shall be elected by the congregation at the Annual Meeting to a two year term and shall serve on the Church Council.
- c. The Management Ministry Team shall be responsible for the maintenance and improvement of all real properties of the church, and for the physical equipment of the church unless otherwise provided. Subject to budgetary limitations set by vote of the membership and revised by the Church Council as may be necessary between annual meetings, it shall have the authority to contract for maintenance and repair work necessary for the upkeep of the physical plant.
- d. The Management Ministry Team shall be responsible for the general operation of the church including: recruiting members to open up the church on Sundays; overseeing routine and special service contracts; maintaining the building environment (HVAC and Heating); overseeing issues of building security; and overseeing new rental agreements with outside groups/organizations.
- e. The Management Ministry Team shall coordinate its duties closely with the Church's Porter who will be the staff liaison for the Team.
- f. The Management Ministry Team shall be responsible for creating and enforcing policies and procedures related to the safe and efficient use of the church's facilities.
- g. The Management Ministry Team shall prepare and submit to the Finance Team and Church Council a budget for carrying out its program.

Sec 5. Wider Church

- a. The Wider Church Ministry Team should consist of at least 8 members.
- b. The Wider Church Ministry Team leader shall be elected by the congregation at the Annual Meeting to a two-year term and shall serve on the Church Council.
- c. The Wider Church Ministry Team shall be responsible for leadership in developing, supporting, and encouraging projects and activities, local and world-wide, for Christian service, and shall formulate recommendations to the Church Council and/or the congregation as to the commitment of funds and the use of time and talents of the membership for the external mission program of the church.
- d. The Wider Church Ministry Team will recruit First Church of Lombard members to serve as delegates to a group of United Church of Christ entities including but not limited to the Illinois Conference of the United Church of Christ, The Chicago Metropolitan Association of the Illinois Conference of the United Church of Christ, and Cluster 4.
- e. The Wider Church Ministry Team shall build and manage First Church of Lombard's participation with local ecumenical and interfaith partners and other organizations with whom we share outreach or mission objectives.
- f. The Wider Church Ministry Team shall serve as First Church of Lombard's organizational link to the Outreach House of Lombard.
- g. The Wider Church Ministry Team shall prepare and submit to the Finance Team and Church Council a proposed budget for carrying out its ministry.

Sec 6. Worship

- a. The Worship Ministry Team should consist of at least 8 members.
- b. The Worship Ministry Team Leader shall be elected by the congregation at the Annual Meeting to a two-year term and shall serve on the Church Council. The Director of Music Ministries shall be a non-voting, ex-officio member of the Worship Ministry Team.
- c. The Worship Ministry Team shall work with the Minister(s) in all matters relating to worship. It shall advise and assist the Minister(s) by providing music, readings and theme of service. Team

members will be responsible for sanctuary decorations and preparing the elements for communion and the rites and sacraments of the church.

- d. The Worship Ministry Team shall be responsible for scheduling of ushers, liturgists, greeters and counters for all worship services.
- e. The Worship Ministry Team shall secure speakers for the pulpit in the absence of the Minister(s).
- f. The Worship Ministry Team shall be responsible for the maintenance of musical instruments of the church.
- g. The Worship Ministry Team shall prepare and submit to the Finance Team and Church Council a proposed budget for carrying out its ministry.

Sec 7. Finance

- a. The Finance Team should consist of at least 8 members and is led by the Treasurer.
- b. The Finance Team role and function is outlined in Article II, Section 5 of the By-Laws.

Article IV. Committees or Task Groups

The Church Council may form additional committees or task groups to perform either ad hoc or ongoing work of the First Church of Lombard. Committees or task groups created under this provision shall not have representation on the Church Council. In addition to those committees or task groups that may be formed, the following committees or task groups shall exist on an ongoing basis.

Sec 1. Pastoral Relations Committee

- a. **Mission / Purpose:** The Pastoral Relations Committee helps maintain and improve the relationship between the Minister and the congregation to enhance their mutual ministry, thereby building a framework in which conflict can be resolved creatively with respect for all parties involved.
- b. **Composition:** The Pastoral Relations Committee will consist of between three and seven members and shall be nominated by the Church Council Moderator and elected by the Church Council at the first Church Council meeting held after the Annual Meeting of the Church. Members shall serve until a replacement is elected but the term of office is one year with a maximum of five consecutive terms. From among the members, the Committee shall elect a Chairperson. No member of the Pastoral Relations Committee shall serve as a Team Chair, and Officer of the Church or on the Personnel Committee. No staff member shall serve on the Pastoral Relations Committee.
- c. **Responsibilities:**
  - 1) Support and maintain an open and healthy relationship between the Minister and members of the congregation. The Committee serves in two primary ways. First as an advisory group to the Minister, sharing ideas, dreams, hopes, expectations and concerns of the congregation with the Minister. Second as support for the Minister's leadership, interpreting roles, functions and needs of the Minister to the congregation.
  - 2) Work with the Minister to manage conflict and negotiate differences whenever they arise between the entire pastoral staff or individual staff members and the congregation or between individual members of the pastoral staff.
  - 3) The Pastoral Relations Committee is the authorized body where individuals and/or the Minister bring issues, concerns, complaints, allegations and charges involving the Minister. It is the responsibility of the Pastoral Relations Committee to address the issues, concerns, complaints, allegations and charges with the Minister to determine what, if any,

action needs to take place. In the case of allegations of sexual misconduct, abuse, or mishandling of funds by the Minister the Committee must provide all information gathered by the Committee to the Moderator and/or Vice Moderator for reporting to the appropriate authorities and Illinois Conference staff in accordance with the church Constitution Article VIII, Section 1, Part d.

- 4) Ensure reporting and communication to the Church Council and the congregation as needed. The Committee shall meet at least semi-annually. Provide a general report to Council on at least a semi-annual basis, or more frequently if necessary, regarding meetings and activities.
- 5) Encourage the Minister to take part in a ministerial support group, a peer group of learning, or a covenant of practice, or some other professional peer group for support and personal development.
- 6) Assist the Church Council to gather feedback for the Minister's annual performance review and formulate annual goals. The formal review is performed by the Personnel Committee pursuant to this article, Section 2, Part b(8) and the provisions of the Personnel Policy as may be amended.
- 7) Deal with matters in a direct and respectful manner, maintaining confidentiality as appropriate.

Sec 2. Personnel Committee

- a. A Personnel Committee shall exist comprised of the Moderator, Vice Moderator, Clerk, Treasurer, Senior Minister and one at large member of the congregation appointed by the Moderator and approved by the Church Council.
- b. Responsibilities:
  - 1) Develop or assist in the development of church personnel policies.
  - 2) At least every two years analyze existing personnel policies, initiate and coordinate appropriate revisions.
  - 3) Serve in an advisory and interpretive capacity on church personnel policy matters.
  - 4) Publish all new personnel policies and procedures and changes to existing policies and distribute to:
    - (a) Senior Minister and other ordained, non-ordained, and contract staff
    - (b) Church Council
  - 5) Educate Officers of the Church, especially new committee chairs, concerning new personnel policies and procedures.
  - 6) Ensure current job descriptions exist for all staff positions and provide input into the creation or modification of such job descriptions.
  - 7) Manage the hiring of all non-ordained staff positions.
  - 8) Ensure that annual performance reviews are completed for all staff positions in accordance with current personnel policies.
  - 9) Conduct the performance review of the Senior Minister in accordance with the current personnel policy. The Personnel Committee shall seek input from the Pastoral Relations Committee about goals and development of the Senior Minister.
- c. It shall be the responsibility of each member of the Personnel Committee to keep his or her Policy Manual up to date. When a new or revised policy is received, the old policy is to be destroyed and replaced with the new or revised policy. It is also the responsibility of the above to ensure that church policies are being complied with by all Church Council members, employees and church members.

Article V. Amendments

The By-Laws may be amended with five days prior written notice at any duly called meeting of the Church Council by a two-thirds majority vote of those Council members present and voting, subject to verification by a majority of members voting at the next Congregational Meeting. All By-Law amendments approved by Church Council shall go into effect on the date set by Council. If the congregation does not approve or verify the amendment at the next Congregational Meeting the By-Laws shall revert to their previous language.

Article VI. Review

These By-Laws will be formally evaluated after they have been in effect for five years and after each subsequent five-year period.